

# Nottingham & Nottinghamshire Local Resilience Forum (LRF)

## Privacy notice | 13 February 2023

### How we use your personal data in connection with emergencies

This privacy notice explains how the organisations which make up the Nottingham & Nottinghamshire Local Resilience Forum (LRF) use your data in connection with emergency response and recovery. Your data may be collected, processed and stored by any of these organisations, and shared with other LRF member organisations to respond to – and recover from – emergencies.

The LRF is a group of organisations including local councils, emergency services, the NHS, government agencies, and utility providers operating in Nottingham and Nottinghamshire. More information about members of the LRF can be found [here](#).

Each member organisation also has its own privacy notice with more detailed information about how it will use your personal data.

When this privacy notice uses the term 'we', this means LRF member organisations.

### Why do we use your data?

We will only collect, process and share personal information that is necessary for the response to – and recovery from – an emergency. For example, if you are evacuated from your home, we will ask for personal details for you and members of your family so that we can help you find somewhere to stay and keep in touch with you throughout the emergency. We may need information about your religious beliefs to provide facilities such as prayer rooms or to cater for your dietary requirements. If you left important medication at home when you were evacuated, we will need to know about your medical condition so that we can arrange for emergency prescriptions to be issued for you.

If we are organising support for you following an emergency, we will share relevant personal information so that you don't have to be asked for all your details by every organisation involved in the response. This means that we can provide you with better services and makes the process simpler for you.

### What personal data do we use?

These are some examples of the information we may use. The types of information we need depend on the nature of the emergency, and we will only use the type of information we need for emergency response and recovery.

- Name and contact details
- Age
- Date of birth
- Nationality
- Gender
- Images
- Address
- Employment / education information
- Family details
- Housing needs
- Business activities
- Parent / carer details
- Emergency contacts
- Personal appearance and behaviour
- Lifestyle and social circumstances

## **What types of special category or sensitive personal data may we need from you?**

- Racial or ethnic origin
- Social care support outcomes
- Physical and mental health details
- Religious, philosophical or other beliefs of a similar nature

## **What legal reasons allow us to use your data in this way?**

Our legal basis for processing your personal data is that it is necessary for us to:

- Support you during and after an emergency as part of the performance of our public tasks as 'category one' or 'category two' responders under the Civil Contingencies Act 2004
- To perform our public tasks under the Equality Act 2010
- To protect your vital interests as defined in the General Data Protection Regulations 2018

If needed for optional services provided by charities and other organisations, we will seek your consent.

Our legal basis for processing your special category (sensitive) personal data – such as relevant health information or criminal offence data – is that it is necessary for us to support you during and after an emergency in the public interest, specifically as 'category one' or 'category two' responders under the Civil Contingencies Act 2004.

It may also be:

- In the substantial public interest
- Needed to protect public health
- To protect your or others vital interests
- Necessary to prevent or detect unlawful acts
- To monitor equality of treatment

If needed for optional services provided by charities and other organisations, we will seek your consent.

## **What will happen if you do not provide, or we cannot obtain, the data needed?**

If you don't provide the information we need, or we are unable to obtain it, we may not be able to help you.

## **Who may we share your data with or receive it from?**

LRF member organisations involved in emergency response and recovery will process your data and we may also contract third parties to process your data on our behalf. A wide range of people and organisations are involved in emergency response, and may include:

- The emergency services
- Local councils
- NHS & health organisations
- Government agencies
- Utility providers
- Voluntary & community organisations

## **Does the service make decisions using fully automated processes?**

No.

## **May personal data be transferred overseas?**

LRF member organisations may for operational purposes transfer personal data overseas. In these cases, the relevant organisation will ensure that your personal data is protected and there are safeguards for the protection of your rights. The privacy notices of individual organisations will give more information about this. If you are not sure which organisation to contact, please contact the LRF secretariat.

## **How long is your data kept for?**

Each LRF member organisation will keep your information in accordance with their own retention schedule. Please contact the organisation responsible for more information. If you are not sure which organisation to contact, please contact the LRF secretariat.

## **What rights do you have over this use of your data?**

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent.

Some of these rights are subject to exceptions. Please refer to the Information Commissioner's Office [website](#) for details.

## **Contact the Data Protection Officer**

If you have any concerns about how any of the LRF member organisations are using your data in connection with an emergency, please contact the LRF secretariat, who will assist you in contacting the data protection officer for the relevant organisation(s).

## **Contact details of the Information Commissioner's Office**

If you are unhappy with how your data has been processed by any LRF member organisation or you feel your data protection rights have been breached, you have the right to complain to the Information Commissioner's Office.

## **Contact the LRF secretariat**

Up to 31 March 2023

Email: [localresilience.forum@nottinghamcity.gov.uk](mailto:localresilience.forum@nottinghamcity.gov.uk) | Telephone: 0115 876 2981

From 1 April 2023 onwards

Email: [local.resilienceforum@nottsc.gov.uk](mailto:local.resilienceforum@nottsc.gov.uk) | Telephone: 0115 977 3471